

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO.  
C-459-CPAGE  
NO. 1 of 3 pgs

## RECORDS RETENTION AND DISPOSAL SCHEDULE

Montgomery Community College

AGENCY

DIVISION

Item No.	Description	Retention
	The following Amendments are to be applied to Schedule C-459-A as indicated:	
8-2	<u>INTERNAL AUDITOR REPORTS</u>  Financial and operating audits of College offices and operations.	Retain for five years.
11-9	<u>FINANCIAL RECORDS</u>  Deposit sheets, cash receipts, accounting records, and related financial records documenting the receipt of tuition and fees for non-credit courses offered through the Community Services Office. Record copies of State aid reports are retained in the Office of Institutional Research and Analysis. Record copies of cash receipts and expenditure records are retained in the Finance Office.	Retain: (a) Four years or until audited, whichever is longer, for financial assistance invoices (special billings). (b) Five years or until audited, whichever is longer, for all other records.
11-10	<u>CREDIT PROGRAM FINANCIAL RECORDS</u>  Financial cards, change of schedule forms, financial assistance invoices, registration source documents, and related financial records documenting the receipt of tuition and fees for credit courses offered through the Community Services Office.	Retain for the period of time specified for similar records maintained in the campus Cashiers' Offices and the campus Registrars' Offices (ex. financial cards for five years; change of schedule forms and financial assistance invoices for four years; registration source documents for two years).
14-9	<u>NATIONAL DEFENSE STUDENT LOAN RECORDS</u>  Original request for loan, conditions of loan, correspondence, promissary notes, record of payments, and related items.	Retain five years after loan fully paid or for that period of time required by Federal records retention regulations, whichever is longer.

Schedule Approved by Department,  
Agency, or Division RepresentativeSchedule Authorized by  
Hall of Records Commission

3/4/83 *[Signature]* *Dr. P. [Signature]*  
Date Signature Title Employee Relations

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
14-10	<u>BANK STATEMENTS</u> Monthly statements received from the bank, with worksheets.	Retain five years or until audited, whichever is longer.
14-11	<u>CANCELLED CHECKS</u> Cancelled payroll and vendor checks returned by the bank.	Retain five years or until audited, whichever is longer.
14-12	<u>CASH RECEIPTS</u> Finance Office copies of cash receipts issued throughout the College.	Retain five years or until audited, whichever is longer.
14-13	<u>AUXILIARY ENTERPRISES FINANCIAL RECORDS</u> Copies of periodic inventories, reports, and statements of revenue and disbursements.	Retain five years or until audited, whichever is longer.
14-14	<u>CHECK VOUCHERS</u> Alphabetical and numerical copies of all vouchers (except payroll vouchers) that accompany checks to vendors, etc. The numerical copy includes supporting documents such as an additional copy of the purchase order or a vendor invoice.	Retain five years or until audited, whichever is longer.
14-16	<u>MULTI-PURPOSE FORMS</u> Original entry of accounting transactions, with back-up material.	Retain five years
14-17	<u>STOP PAYMENT REQUESTS</u> Daily record of requests for stop payment of checks issued by the College.	Retain five years
14-18	<u>RETURNED CHECK LOG</u> Daily entries of checks returned to the Finance Office.	Retain five years
14-19	<u>PAID INVOICES, MC</u> Rental of College facilities by outside organizations with payment record.	Retain five years
14-20	<u>RECORD OF EXPENDITURES</u> Chronological record of all College cash expenditures.	Retain five years
14-21	<u>SALES TAX RECORDS</u> Record of sales tax refunds and voids.	Retain five years

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Item No.	Description	Retention
15-2	<u>FINANCIAL CARDS</u> Record of tuition and fees paid by students each semester, including name of student, social security number, address, course numbers, semester hours, and charges for tuition and fees.	Retain five years or until audited, whichever is longer.
15-3	<u>CASH RECEIPTS</u> Copies of cash receipts issued for monies received in the campus Cashiers' offices.	Retain five years or until audited, whichever is longer.
15-4	<u>CASH REGISTER DETAIL TAPES</u> Detail tapes from cash registers in campus Cashiers' offices.	Retain five years or until audited, whichever is longer.
15-5	<u>DEPOSIT BOOKS</u> Records of deposits made by the campus Cashiers to the College bank account.	Retain five years or until audited, whichever is longer.
15-6	<u>CASH REGISTER RECEIPTS</u> Summary of tuition and fees received through the Registrars' offices, with cash receipt recording monies deposited in the College's bank account.	Retain five years or until audited, whichever is longer.
15-7	<u>CASH REGISTER REPORTS</u> Copies of cash register reports and tapes that may accompany deposits made by auxiliary enterprises. The reports are used to verify deposits.	Retain five years or until audited, whichever is longer.
15-9	<u>UNPAID PARKING TICKETS</u> Unpaid parking tickets issued on the campuses.	Retain five years or until audited, whichever is longer.
15-10	<u>STUDENT BILLING TRANSACTION LOGS</u> Daily log of student payments with corresponding cash summary sheets with receipts, in folders.	Retain five years
15-11	<u>STUDENT BILLING BATCH TOTAL LISTING</u> A computer printout record of student payment transaction by batch (regular payments, insurance, segment adjustments, various types of batches, drop-add fee).	Retain five years
22-2	<u>AUXILIARY ENTERPRISES FINANCIAL RECORDS</u> Cash reports, cash register detail tapes, and other financial records documenting the financial operations of the various auxiliary enterprises under the supervision of the Director of Auxiliary Enterprises.	Retain five years or until audited, whichever is longer.